

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

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State Court Administrator



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STAFF ATTORNEY
Civil Division
Position #9999

The Civil Division of the Nevada Supreme Court's Central Legal Staff is accepting applications for a staff attorney position. Under the direction of the court and the Legal Counsel for the Civil Division, staff attorneys in the Civil Division assist the court in resolving motions and screening for jurisdiction in civil appeals, advise the court regarding all types of civil appeals and writ petitions through written memoranda or oral presentations, and prepare written dispositions for the court in civil appeals and writ petitions. Staff attorneys must possess superior legal research, writing, and oral presentation skills, must be flexible, and must be capable of working independently. This position is located in Carson City, Nevada

Education and Experience: Applicants must have graduated from an ABA accredited law school and need not be licensed to practice law in Nevada, but should be willing and able to take the Nevada bar examination at the next available opportunity. No prior legal experience is necessary; however, 1 to 3 years of appellate experience in civil law or experience of a similar length with a court is desirable.

Salary Range: \$60,635 – \$93,259 DOE, budget constraints, and admission to the Nevada bar, employee/employer paid retirement.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, a resume, two short unedited writing samples, a law school transcript, and at least three references. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: civilstaffattorney@nvcourts.nv.gov
- via fax to: (775) 684-1777

This announcement will remain open until filled.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.